

MEMORANDUM FOR: Chief, Support Staff

19 June 1953

SUBJECT : Weekly Activity Report

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ITEMS OF ADMINISTRATIVE INTEREST

1. GENERAL -

a. The Deputy Director of Security has reconsidered his decision concerning private travel to be performed by CIA participants in the Near East seminar. The travel has been approved within certain limitations. The memo is being referred to DD/P for comment and action.

b. The Agency participants in the Near East seminar reported [] on 18 June 1953 for the orientation portion of the program.

2. SECURITY -

a. Security representatives completed an inspection [] and are now preparing a report of the survey. Copies of the report will be furnished OTR as soon as the report is complete.

b. The selection of an Assistant Security Officer [] is being delayed by Mr. [] until the survey report on the installation has been completed.

3. PERSONNEL -

a. At the request of the Director of Training, this office has taken steps to reassign Mr. and Mrs. [] to the [] T/O.

b. The Comptroller has approved the request for change of funds for TRS and A&E personnel and transmitted the request to O&M for action.

c. Mr. [] resigned from the Agency effective C.O.B. 17 June '53.
Mr. [] resigned from the Agency effective C.O.B. 18 June 1953.

4. SUPPLY AND SERVICES -

b. Weekly report of utilization of [] facilities is attached.

25 YEAR RE-REVIEW

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5. BUDGET AND FISCAL -

a. A meeting was held with Budget Officer, CIA; Budget-Finance Officer, DD/P; and BFO/OTR. It was tentatively decided to include all external training costs in OTR budget, except Personal Services costs and overseas allowances.

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b. A proposed outline of TDY/PCS policy for students in external programs is being prepared for approval of DTR.

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c. acceptance of contract for summer area program was received.

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Administrative Officer, OTR

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Attachment: Report

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